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~~RESTRICTED~~CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

6 February 1947

MEMORANDUM

NUMBER

Adm. Instruc.

25X1A

SUBJECT: Procedure for Requisitioning Supplies, Equipment  
and Services.EFFECTIVE UNTIL 30 June 1947 UNLESS SOONER RESCINDED1. GENERAL

This order is applicable to the procurement, storage and issue of all supplies, equipment and services required for the operations and activities of the C.I.G. Unless herein excepted, or otherwise specifically designated, the Executive for Personnel and Administration, the Chief, Services Division and the Assistant Chief, Services Division shall be the sole agents for the performance of the above functions, and any unauthorized action, obligation or commitment on the part of any other individual will not be recognized or honored by the C.I.G.

2. METHODS OF REQUISITIONING

Form No. 36-7, Request for Supplies, Equipment and Services shall be used, except as otherwise stipulated, to requisition all supplies, equipment or services. Requisitions will be submitted in an original and two carbon copies and a separate requisition will be made for each of the following classes of supplies or services:

Expendable Office Supplies  
Non-Expendable Office Equipment  
Communication Supplies and Equipment  
Operational Supplies and Equipment  
Medical Supplies and Equipment  
Contractual Services  
Maintenance and Repair Service,  
and Space  
Reproduction and Printing (on  
Form 36-2)

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### 3. EXPENDABLE OFFICE SUPPLIES

To eliminate the storing of stocks of supplies and equipment in the various branches, the Supply Section, Services Division will maintain adequate quantities of administrative office supplies and forms as listed in the C.I.G. Supply Catalog. The description of items and stock numbers as listed in the Supply Catalog will be used in preparing requisitions in order to prevent confusion and unnecessary delay in filling requests. To obtain office supplies and forms listed in the Supply Catalog, Form No. 36-7 may be initiated by any responsible officer of the using office and forwarded directly to the Supply Section (Basement, North Building), Services Division. Delivery will normally be made within 24 hours to the location indicated on the requisition. The receiving officer will be required to sign for receipt of the supplies on a copy of Form No. 36-7 which will be returned to the Supply Section. In certain instances, where the needs or the size of an office justify, a small supply of expendable office supplies and forms may be stocked by the office, for current use. However, in no instance will an office be allowed to stock more than a normal one month's supply of expendable supplies.

### 4. NON-EXPENDABLE SUPPLIES AND EQUIPMENT

Requests for all items of non-expendable equipment and supplies, including medical, communications, and operational equipment, will be prepared on Form No. 36-7 and approved by designated Branch Supply and Property Officers and forwarded to the Supply Section, Services Division. The correct nomenclature and stock numbers as listed in the C.I.G. Supply Catalog should be used in preparing such requisitions. The Supply Section will make delivery of the items and will secure the signature of the responsible receiving officer on Form 36-7 as evidence of receipt of and assumption of responsibility for the property.

### 5. REPRODUCTION AND PRINTING

The Reproduction Section, Services Division is responsible for processing all requisitions for printing, duplicating, mimeographing, lithographing, etc., and composing operations. Any office requiring such services shall submit a requisition in duplicate to the Reproduction Section on Form 36-2, Reproduction Requisition, specifying the type of reproduction job required and attaching texts, samples or exhibits of the work to be done. Requisitions for the reproduction of procedural issuances, new forms, or the revision of forms must be approved by the Procedures Unit, Finance Division prior to submission to the Reproduction Section. The reproduction of classified documents will not be requested except upon specific

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approval by proper authority. Upon completion of a reproduction job, delivery will be made to the place indicated on the requisition and a signed copy of the requisition evidencing receipt of the job will be returned to the Reproduction Section. The existing reproduction facilities used by the ORE, FBIB, and Documents Branch for the reproduction of Daily and Weekly Summaries, Daily Reports, Accession Lists, and translation of documents will continue to be used without regard to the above procedure. The procedure for reproduction of intelligence material will be covered by separate instruction.

#### 6. SUPPLIES AND EQUIPMENT NOT CARRIED IN STOCK

Requests for supplies and equipment which are not listed in the C.I.G. Catalog should be initiated by responsible officers on Form 36-7, approved by designated Branch Supply and Property Officers and forwarded to the Supply Section. The requisition should include a complete description of the item required, source of supply if available, model number, or specifications and sketch of the item when necessary. The properly designated officers in the Supply Section will purchase or otherwise procure the requested item in accordance with applicable regulations. Requisitions shall be submitted as far in advance of requirements as circumstances permit in order to allow as much time as possible to effect procurement. The ordering office will receive a numbered copy of the procurement document from the Supply Section. All items procured from outside sources will be delivered to the Supply Section, Storage and Issue Unit only, for proper inspection. After making inspection of the items, the Storage and Issue Unit will make re-delivery to the location indicated on the requisition and will secure from the receiving officer three signed copies of Delivery Receipt, Form No. 36-10.

#### 7. CONTRACTUAL SERVICES

Any office desiring the rental of space or equipment, or the installation of and/or leasing of communication or utility facilities or special contractual services of any kind will submit a requisition to the Supply Section, Services Division on Form No. 36-7, giving complete details and specification of the service desired. Under no circumstances shall negotiations be carried on or any contracts or agreements be entered into or any obligations or commitments made for contractual services except by or on specific approval of the Executive for Personnel and Administration or a properly authorized Contracting Officer of the Services Division.

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**8. SPACE, MAINTENANCE AND REPAIRS**

Any office desiring structural alterations or repairs to buildings, electrical or carpentry work, or repairs to equipment or machinery should submit a requisition on Form No. 36-7 to the Supply Section, Services Division giving specific details of the services desired. (EXCEPTION: Repairs to and changes in combinations of safes shall be made only by the Security Division per Security Regulations dated 20 October 1946.) The Supply Section is also responsible for allocations of space and physical moves between offices, and requisitions for additional space or the moving of furniture and equipment should be initiated by the requesting officer, approved by the Branch Supply and Property Officer and forwarded to the Supply Section, Services Division.

**9. PROCUREMENT FOR OVERSEAS OPERATIONS**

The procedure covering procurement for overseas activities will be issued in a separate instruction.



Colonel, AGD  
Executive for Personnel  
and Administration

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Attachments - None

Distribution: A

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.25X1A ADMINISTRATIVE INSTRUCTION  
NO. 

11 May 1950

SUBJECT: Procedure for Requisition of Supplies, Equipment and Services

1. The following procedures are hereby established for requisition of supplies, equipment and services. (The original only of the forms indicated requires signature)

## a. Stock Items:

25X1A (1) Expendable Supplies: Forward Form No. 36-7 in duplicate to Chief, Storage and Issue Section, Supply Branch,

25X1A (2) Non-Expendable Property (except class A & B): Forward Form No. 36-7 in triplicate to Chief, Storage and Issue Section, Supply Branch,

## b. Procurement Items: Forward Form No. 36-7 in triplicate to:

Chief, Supply Branch  
North Building

c. Class A or B Property: Forward Form No. 36-7 in triplicate with sufficient justification to:

Chief, Services Division  
North Building

25X1 d. Repairs to Typewriters, Office Furniture and Machines: Any employee may request minor repairs by telephoning Extension  Requests for major repairs will be submitted on Form No. 36-7 in triplicate to the Chief, Storage and Issue Section,

e. Reproduction and Printing: Forward Form No. 36-2 in triplicate to Chief, Reproduction Branch, Services Division, North Building.

2. Procedures set forth in Administrative Instruction  dated 6 February 1947, in conflict with this Instruction are hereby rescinded.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Executive

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
NO. 

9 May 1950

25X1A

SUBJECT: Procedure for Requisition Supplies, Equipment and Services

1. The following procedures <sup>are</sup> hereby established for requisitioning supplies, equipment and services.

## a. Stock Items:

(1) Expendable Supplies: Forward a signed original and one copy of Form No. 36-7 to Chief, Storage and Issue Section, Supply Branch, 

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(2) Non-Expendable Property: Forward a signed original and two copies of Form No. 36-7 to Chief, Storage and Issue Section, Supply Branch, 

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b. Procurement Items: Forward a signed original and two copies of Form No. 36-7 to:

Chief, Supply Branch  
North Building*Property:*

c. Class A or B Items: Forward a signed original and two copies of Form No. 36-7 with sufficient justification to:

Chief, Services Division  
North Buildingd. Repairs to Typewriters, Office Furniture and Machines: Any employee may request minor repairs to office machines, typewriters and office furniture by telephoning Extension . Requests for major repairs will be made on Form No. 36-7 and submitted to the Chief,   house, in an original (signed) and two copies.

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e. Reproduction and Printing: Forward a signed original and two copies of Form No. 36-2 to Chief, Reproduction Branch, Services Division, North Building.

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2. Any procedures set forth in Administrative Instruction  dated 6 February 1947, in conflict with this amendment are hereby rescinded.*Instruction*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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